ILAS 301 COOPERATING TEACHER CHECKLIST

Note: Items marked with an asterisk are required, and the others are offered as suggestions. You are the best judge of which and how many of the activities listed below are appropriate for the teaching assistant and for your classes.

*___ Introduce NIU student to each class as your “teaching assistant.” Give her/him an opportunity to talk to the whole class about her/his major and interests.

*___ Spend part of a planning period talking to your teaching assistant about your teaching philosophy, classroom management ideas and strategies, the school and community.

*___ Provide opportunities for your teaching assistant to go over the directions for homework assignments and long-term projects.

*___ Oversee teaching assistant while he/she takes attendance and marks students absent or tardy; if it is permissible, demonstrate computer attendance program.

*___ Encourage teaching assistant to take an active role in maintaining an orderly classroom. Make sure he/she is aware of your discipline policy and explain the importance of consistent enforcement of school rules.

*___ Give daily informal feedback to the teaching assistant.

___ Provide opportunities for your teaching assistant to work with individual students to reinforce material taught in class.

___ Provide opportunities for your teaching assistant to help students with research in the library or learning center.

___ Allow your teaching assistant to conduct a review session or review game.

___ Allow your teaching assistant to supervise small group work.

___ Allow your teaching assistant to open class with a warm-up or review activity.

___ Provide opportunities for your teaching assistant to introduce enrichment activities and readings to supplement regular lesson material.

___ Allow your teaching assistant to design a bulletin board or set up a learning center related to the current unit of instruction.

Teaching Assistant Name    Signature    Date

Cooperating Teacher Name    Signature    Date

School Name/ District